



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(4986) Mailing Machines Operator
II Swing shift (3:30 p.m.-11:30 p.m.)

Position #:

051-140-1780-XXX

Salary Range:

\$2,702 – \$3,378

Issue Date:

9/19/2014

Contact:

Anthony Esquivel, (916) 324-4228

Location:

Administration and Disbursements
Division
3301 C Street, Suite 770
Sacramento, CA 95816

Final Filing**Date:**

October 30, 2014

Application Information:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Administration and Disbursements
Division

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under general direction provided by the Mailing Machines Supervisor I, use complex, multi-function equipment, and process large volumes of outgoing mail for processing by the United States Postal Service (USPS) or other mail carriers. The incumbent will be required to lift and move 50 lb. boxes without assistance and maneuver full mail cages, weighing approximately 1,000 lbs., through the Mail Center on a daily basis. Duties include, but are not limited to the following:

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Operate complex multi-function computerized inserting machines with the ability to: sign documents and/or warrants, trim and cut documents, fold documents, insert documents into envelopes, seal envelopes, and meter output.
- Clear jams from inserting machines and detect material handling errors. Calibrate inserters for different sizes and types of material being mailed. Perform maintenance and minor repairs.
- On a daily basis, must be able to lift and move 50 lb. boxes without assistance. Must be able to maneuver full mail cages weighing approximately 1,000 lbs., through the Mail Center
- Place sealed envelopes onto the presort machine for Zip Code sorting and remove from bins after sort is complete. Place sorted envelopes in appropriate mail trays and quality control sorted material. Prepare appropriated postage reports.
- Clear jams from pre-sort machines and detect material handling errors. Perform maintenance and minor repairs.
- Operate bursting, metering and pressure sealing machines. Restock and hand stuff material. Maintain proper order/sequence

ATTN: Anthony Esquivel
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Please write “051-140-1780-XXX” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

(Statewide)

of material during processing. Calibrate machines for different sizes and types of material.

Desirable Qualifications:

- General knowledge of postal regulations related to postage, types of mail, and Zip Code sorting techniques is required;
- Stand for extended periods of time;
- On a daily basis, must be able to lift and move 50 lb. boxes without assistance;
- Must be able to maneuver full mail cages weighing approximately 1,000 lbs. through the Mail Center;
- Excellent attendance and dependability.

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12